

***Cumann Lucht Capaillíní Chonamara***

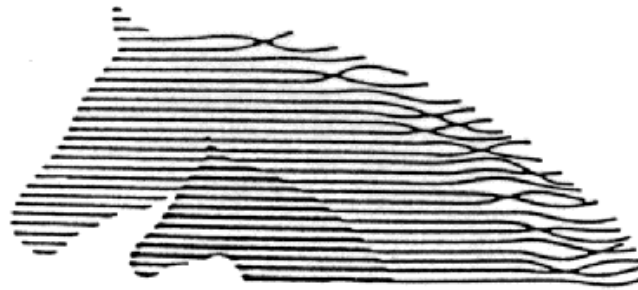
**The Connemara Pony Breeders' Society**

**Rules of Procedures**

**EU Animal Breeding Regulation 2016/1012**

Approved by the Council of the Connemara Pony Breeders' Society

8<sup>th</sup> September 2020



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# I. The Society

## 1. Registered Address

1.1. The registered address of the Society is The Connemara Pony Breeders' Society, The Showgrounds, Clifden, Co. Galway H71 YA09. Email: [enquiries@cpbs.ie](mailto:enquiries@cpbs.ie). Telephone 095-21863.

1.2. All correspondence should be addressed to the Secretary of the Society. Office opening hours are displayed on the website [www.cpbs.ie](http://www.cpbs.ie).

## 2. Council

2.1. An elected council manages the business of the Society.

2.2. The Council upholds all objects of the society and acts in the interests of the society as described more particularly in clauses 3 and 4 of the *Memorandum of Association* of the society (see [www.cpbs.ie](http://www.cpbs.ie)).

2.3. Membership of Council shall not exceed twenty-one and provides seats for representation of the whole of Ireland.

2.4. The Council Executive consists of a president, vice president, financial officer, human resources officer and company secretary. These positions are elected annually by the Council with the exception of the president who is elected for a two year term.

2.5. Members of Council, registered as directors under the Companies Act 2014, are elected on a rotational three yearly basis.

2.6. The Council manages the overall affairs of the Society.

2.7. Please see *Articles of Association* for full responsibilities and job descriptions of positions and operation of the Society [www.cpbs.ie](http://www.cpbs.ie).

## 3. Committees

3.1. To assist in the running of activities provided by the Society the Council is subdivided into appropriate committees each under the aegis of a chairman.

3.2. Outside expertise may be invited to join any committee if required.

3.3. Committees are elected annually from within council. The committees (2021) are as follows: Breeding committee, Inspections committee, Marketing committee, Education committee, Rules and Procedures committee, Show and Grounds committee, International committee.

3.4. Committees meet/communicate regularly to address topics and concerns as appropriate.

3.5. Full details and current members of council and committees are on the website [www.cpbs.ie](http://www.cpbs.ie).

#### **4. Services**

4.1. The Society endeavours to work to the highest standards in every regard.

4.2. The Society provides a range of services concerning the breeding, registration, inspection, classification of Connemara ponies, issue of identity documentation, duplication of documentation, parentage verification, HWSD testing, transfer of ownership, importation of ponies and provision of the *CPBS Online Official Pedigree and Performance Database*.

4.3. Applications for services may be made online or forms are available to download from the website [www.cpbs.ie](http://www.cpbs.ie). or are available in hard copy from the office of the Society.

4.4. There is a small surcharge for all applications made online.

#### **5. Support for the Breeding Programme**

5.1. All official records of the Connemara pony including the Studbook of the Connemara Pony Breeders' Society (CPBS) are held at the official headquarters of the CPBS.

5.2. Four qualified staff including an office manager look after the functions of the office, Society members and non-members, the Connemara pony register and Studbook, Animal Management System database and all associated facilities required in the implementation of the CPBS Breeding Programme and day to day running of a society, under the direction of the CPBS Council.

5.3. Membership of the Society is declared for the purpose of registration to consist of not more than 5,000 members upon approval by Council. All information, rules and regulations regarding the Society, including relevant application forms and fees etc are available to download from the website [www.cpbs.ie](http://www.cpbs.ie).

#### **6. Rights of Breeders (Members and Non-members)**

6.1. Breeders have the right to participate in the CPBS Breeding Programme provided that their breeding animals are kept on holdings within the wider geographical territory of the breeding programme and own a breeding animal of that breed covered by the breeding programme.

6.2. Breeders participating in the breeding programme have the right to have their purebred breeding animals entered in the main section of the studbook established for the breed where they meet the criteria for entry as outlined in the breeding programme.

6.3. Breeders have the right for their purebred breeding animals to be provided with a zootechnical certificate in accordance with the breeding programme.

6.4. Breeders have a right on request, to be provided, with up-to-date results of the performance testing and genetic evaluation for their breeding animals, where these results are available.

6.5. Breeders have the right to access all other services provided in relation to the breeding programme.

6.6. Differing fees for services apply for members and non-members.

## **7. Membership Application**

7.1. All breeders of purebred breeding Connemara ponies have the right to apply for membership of the Connemara Pony Breeders' Society.

7.2. Membership is open to individuals who submit a signed application form, together with a signed agreement to abide by the rules of the Society and pay the appropriate annual membership fee to the Office Secretary.

7.3. Applications for membership are submitted to the Council at the next Council meeting following from when the application was received.

7.4. Please see the website [www.cbps.ie](http://www.cbps.ie) for application form, to apply online or download, and for classes and conditions of membership.

## **8. Members**

8.1. Membership is not transferable and applies to paid up members only according to the rules of the Society. Membership renewal may be made either on line [www.cbps.ie](http://www.cbps.ie) or by post. The CPBS council may resolve to allow universities or other similar establishments to become Members provided that an application is received in accordance with Article 7 (iii) of the CPBS Articles of Association Please see website for full conditions.

8.2. Members of the Society are bound by the rules of the Society. The *Articles of Association* which may be viewed on the website [www.cbps.ie](http://www.cbps.ie).

8.3. All members have the right to:

(a) avail of all services of the Society;

(b) introduce resolutions, attend and vote at all General Meetings of the Society; see also Articles of Association [www.cbps.ie](http://www.cbps.ie);

(c) participate in the defining and development of the breeding programme by submitting proposals to the CPBS Breeding Committee please visit <https://cpbs.ie/cpbs-committees/>

## **9. Fees**

9.1. Please see Appendix 5 of the *CPBS Breeding Programme 2020* for the *Scale of Fees* for all services as applicable. These fees may also be viewed on and downloaded from the website [www.cpbs.ie](http://www.cpbs.ie).

9.2. Payment is accepted by euro cheque, postal order, bank drafts or cash. Bank transfers, sterling cash or sterling cheques are not accepted.

9.3. Please do not send cash by post.

9.4. There is a letter box at the office entrance to receive correspondence delivered by hand.

9.5 The annual CPBS membership fee is €50.

## **10. CPBS Rights and Responsibilities**

10.1. The Connemara Pony Breeders' Society as the breed society has the right to define and carry out any such breeding programme provided it complies with Regulation (EU) 2016/1012.

10.2. The CPBS has the right to exclude breeders from participating in the breeding programme where those breeders fail to comply with the rules of the breeding programme or with the obligations set out in these rules of procedure.

10.3. The CPBS in providing for membership has the right to exclude breeders from membership where those breeders fail to comply with their obligations as set out in these rules of procedure.

10.4. The CPBS shall without prejudice to the role of the courts, have a responsibility to settle disputes that may arise between breeder, and between breeders and the CPBS in the process of carrying out breeding programmes in accordance with these rules of procedure.

10.5. The CPBS has adopted rules of procedure regulating to the settlement of disputes with breeders participating in their breeding programme (*CPBS Grievance Protocol, Complaints Procedures & Complaints & Disciplinary Procedures*). See Section 'Complaints and Grievances' below.

10.6. The CPBS is conscious of the role that social media and the internet plays in modern society and requests members to be fully compliant with their Social Media and Internet Policy which is available to view and download on the website [www.cpbs.ie](http://www.cpbs.ie).

10.7. The CPBS have a responsibility to treat all breeders equally.

## **11. Database**

11.1. Access to the *CPBS Online Official Pedigree and Performance Database* is open to all.

11.2. Simple registration, verification of email, password, and 'log in' is required to gain access.

11.3. Please see *CPBS Breeding Programme Section 6* –for further details on the CPBS Database.

## **12. Complaints and Grievances**

12.1. The Society and its breeders, employees of the society and any persons engaged to act on behalf of the society shall not discriminate against any other person or party in any manner whatsoever but shall at all times treat all other persons or parties equally.

12.2. The Society is committed to helping resolve disputes and complaints that might arise in relation to its business and/or its members as quickly as possible.

12.3. Complaints may come from any person or organisation which has a legitimate interest in the society. Facts and information, including the identity of individuals, will be handled in a sensitive manner and in full compliance with data protection legislation (GDPR Act 2018, CPBS Privacy Policy).

12.4. Breeders and those others who avail of the services of the CPBS are recommended to read the *CPBS Grievance Protocol, Complaints Procedures and Disciplinary Procedures* as published by the Society and available to read on and download from the website [www.cpbs.ie](http://www.cpbs.ie). Complaints in the first instance should be addressed in writing to The President, Connemara Pony Breeders' Society, The Showgrounds, Clifden, Co. Galway H71 YA09 and marked 'Private and Confidential'.

12.5. In the case of an appeal regarding a height measurement at Inspections the breeder should submit a written request to appeal the height within 30 days of the original inspection. An independent veterinary surgeon will be tasked to re-measure and all costs are borne by the applicant. The result of the re-measurement is final.

**End**